



DEPARTMENT OF THE ARMY  
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY  
105 ARMY PENTAGON  
WASHINGTON DC 20310-0105

SAAA

13 December 2005

MEMORANDUM FOR PRINCIPAL OFFICIALS OF HEADQUARTERS,  
DEPARTMENT OF THE ARMY

SUBJECT: Personal Use of Government Telephones, Internet, and E-mail

1. This memorandum is to reiterate the DA policy regarding the use of Government Telephone, Internet, and e-mail. A summary of the personal use policy cited in AR 25-1, Army Information Management, and DoD 5500-7-R, Joint Ethics Regulation (JER), is provided below. However, I encourage you and your staff to review AR 25-1 and DoD 5500.7-R and become familiar with the policy.

2. You may never use Government telephones, Internet, and e-mail services and systems for prohibited purposes, such as conducting private business or political campaigning, or any illegal uses. Users must understand that access to these systems and the vast array of services, sites, people, and uncensored information requires personal responsibility. Personal use of Government services and systems is a privilege, never a right. Abuses of these systems and services can serve as the basis of a disciplinary action for civilian employees and punishment under the Uniform Code of Military Justice for military members.

3. Examples of authorized personal use of communication systems and equipment include:

a. Brief communication that is most reasonably made from the employee's normal workplace (such as checking in with spouse or minor children, scheduling doctor and auto or home repair appointments; brief internet searches; e-mail directions to visiting relatives).

b. Receipt of brief e-mail and facsimiles, as long as a comparable receipt would be acceptable via telephone, and the use is no more disruptive than a telephone call.

4. The above authorization is subject to the following conditions:

a. Whenever possible employees should limit personal communication and Internet searches to authorized break periods or before and after duty hours.

b. Personal communication will be infrequent and short.

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c. No additional government resources, equipment, services, etc. may be expended/used to facilitate this personal use.

5. Prohibited use of Government systems and services include:

- a. Communication which overburdens communication systems or equipment.
- b. Communicating to solicit or conduct business, advertising or other selling activities in support of a private business enterprise or other nonfederal organization, the individual sale or soliciting relative to personal property (e.g., house, auto, stereo equipment, etc) regardless of whether for profit.
- c. Disparaging or derogatory comments attacking someone's character or integrity, including profanity and other abusive language.
- d. Venting personal frustrations to a wide audience.
- e. Unauthorized entry, use, transfer, and tampering with the accounts and files of others, interference with the work of others, and other computing facilities.
- f. Broadcast unsubstantiated virus warnings from sources other than systems administrators.
- g. Discussing or transmitting classified information.
- h. Incurring long-distance charges or other charges for unofficial calls or fax transmissions fees to the Government; i.e., employees must use toll-free numbers, charge any long distance communications to personal credit cards, or reimburse the Government for personal charges upon receipt of the official phone bill. (In general, long distance personal phone calls should be charged to the Government phone system only in emergency circumstances; personal credit cards or toll-free numbers should be used at all other times).
- i. Downloading copyrighted materials (including text, graphics, video, and audio) from the Internet. Use of copyrighted materials may only be used with permission of the copyright holder, or to the extent allowed by fair use.
- j. Sending chain letters, games, catalogs, recipes, stories or holiday messages.

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k. Publicizing unauthorized activities such as charity solicitations, unless otherwise permitted by law (e.g., CFC and AER campaigns).

l. Any other use that would reflect adversely on DoD or which is incompatible with public service (e.g., threatening or harassing phone calls or electronic messages; accessing, storing, processing, displaying, or distributing offensive, obscene, or sexually explicit e-mail or access to sexually explicit Web sites, pornographic images; or virtual computer generated or otherwise pornographic images and hate literature; unauthorized fundraising, gambling or similar activities; terrorist activities; partisan political activity, political or religious lobbying or advocacy), or any other use which violates statute or regulation is never authorized.

6. Personnel who access Federal Government communication system and equipment, or communication systems and equipment paid for by the Government do so with the understanding that such use is neither secure nor anonymous, with no expectation of privacy. All use, regardless of whether official or authorized, is subject to monitoring. Furthermore, communication on Government systems and equipment may constitute Federal records within the meaning of the Federal Records Act and may be obtainable under the Freedom of Information Act.

7. Personnel receiving media and public inquiries for information or Freedom of Information Act inquiries through the Internet or any other communication system will forward them to the Public Affairs Office or Freedom of Information and Privacy Program Office, respectively.

8. The point of contact for AR 25-1 is Ms. Arlene Dukanauskas, CIO/G6, (703)-602-9654, or e-mail [dukanam@hqda.army.mil](mailto:dukanam@hqda.army.mil). The point of contact for DoD 5500.7-R is Mr. Matt Reres, Alternate Designated Agency Ethics Official, (703) 695-4296, or [matt.reres@hqda.army.mil](mailto:matt.reres@hqda.army.mil).

  
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